Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OF-119

1. TITLE OF REPORT (if a fill-in report include Form No.) Class "A" Financial Report (Form nos. 724, 588, 967, 564, 565, 566, 589, 1468 Sched. of Advances to Other Agencies	2. TYPE OF REPORT	X STATISTICAL NARRATIVE MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL	X	FINANCE		

4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly	6. DISTRIBUTION (No. of components not number of copies) 1

7. FORMAT (memorandum, form computer print-out, etc) Form	8. ADP PROCESSING YES X NO	IF YES GIVE ADP PROCESSING NO.	9. DIRECTIVE AUTHORITY REQUIRING REPORT STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Reg. Class A - 16 GS-11	$6.11		16x12=192		$ 1,173.12		8		$ 9,384.96
Mod. Class A - 9 GS-12	$7.28		9x4=36		262.08		8		2,096.64
Reg. Class A - 16 GS-09	$5.07		16x4=64		324.48		8		2,595.84
Mod. Class A - 9 GS-09	$5.07		9x8=72		365.04		8		2,920.32

B. COSTS OF COMPUTER PRODUCED REPORTS

	TOTAL COSTS PER YEAR	$ 16,997.76

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Total Class "A" Installations   36

Not processed by Accts. Div.)   11

Total - as computed above   25

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS CHANGE DISCONTINUE	X OTHER (explain) Conversion of more Installations to Mod. Class A.	MAN-HOURS	DOLLARS

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION

FORM 142

Classification

(22-36-43)